

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 17 December 1957

FROM : Chief, Clerical Training

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SUBJECT: Report Number 51, Week of 10 - 16 December, 1957

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1. Numbers in Clerical Induction Training. During the week of 10 December there were people in Clerical Induction Training. Of these were entering for the first time.

2. Numbers in Clerical Orientation Training. There were people in Clerical Orientation for the week of 10 December.

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3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 10 December were as follows:

	Tested	Qualified
Shorthand	<input type="text"/>	
Typewriting		

4. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees on 16 December were as follows:

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	Tested	Qualified
Shorthand	<input type="text"/>	
Typewriting		

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5. Persons Qualify for Agency Requirements. students enrolled in the Advanced Shorthand Dictation class, the only class of Clerical Refresher Training in which the fulfillment of Agency qualification is allowable, met the requirement of the Clerical Skills qualification test.

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